

Erasmus+ Student Work Placement

EMPLOYER INFORMATION									
Name of organisation	SEK International Schools								
Address inc post code	<table border="0"> <tr> <td>Colegio Internacional SEK-Catalunya Urb. Els Tremolencs Avda. Els Tremolencs, 24-26 La Garriga. 08530 Barcelona, España</td> <td>Colegio Internacional SEK-Ciudalcampo Urb. Ciudalcampo Paseo de la Perdices, 2 S.S. de los Reyes 28707 Madrid, España</td> </tr> <tr> <td>Colegio Internacional SEK-EI Castillo Urb. Villafranca del Castillo Castillo de Manzanares, s/n Villanueva de la Cañada. 28692 Madrid, España</td> <td>Colegio Internacional SEK-Santa Isabel Calle San Ildefonso 18 28012 Madrid España</td> </tr> <tr> <td>Colegio Internacional SEK-Alborán Urb. Almerimar, C/Barlovento, 141 El Ejido, Almeria, España.</td> <td>Colegio Internacional SEK-Atlantico Urb. A Caeira, Illa de Arousa 4 Boa Vista, Poio. 36005 Pontevedra.</td> </tr> <tr> <td>Colegio Internacional SEK-Les Alpes</td> <td>St Nicolas La Chapelle, Flumet-Val d'Arly. 73590 Flumet, France</td> </tr> </table>	Colegio Internacional SEK-Catalunya Urb. Els Tremolencs Avda. Els Tremolencs, 24-26 La Garriga. 08530 Barcelona, España	Colegio Internacional SEK-Ciudalcampo Urb. Ciudalcampo Paseo de la Perdices, 2 S.S. de los Reyes 28707 Madrid, España	Colegio Internacional SEK-EI Castillo Urb. Villafranca del Castillo Castillo de Manzanares, s/n Villanueva de la Cañada. 28692 Madrid, España	Colegio Internacional SEK-Santa Isabel Calle San Ildefonso 18 28012 Madrid España	Colegio Internacional SEK-Alborán Urb. Almerimar, C/Barlovento, 141 El Ejido, Almeria, España.	Colegio Internacional SEK-Atlantico Urb. A Caeira, Illa de Arousa 4 Boa Vista, Poio. 36005 Pontevedra.	Colegio Internacional SEK-Les Alpes	St Nicolas La Chapelle, Flumet-Val d'Arly. 73590 Flumet, France
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Telephone, Fax	+34 93 871 84 48 Fax: +34 93 871 77 17								
E-mail	anita.pineda@sek.es								
Website	http://www.sek.es/								
Number of employees	Approx 100 per school								
Short description of the company	<p>SEK International School is a private international school educating children from 3 – 18 years of age. We have centres in Barcelona, Madrid, Pontevedra, Almeria, Dublin, France and Qatar.</p> <p>50 % of the tuition is given in English whilst the remainder is given in Spanish (and also Catalan at SEK-Catalunya). German and French is also taught. We follow the International Baccalaureate Programme from Infants through to Primary and Secondary. In year 12 students may choose to follow the International Baccalaureate or the Spanish National Baccalaureate or both.</p>								
CONTACT DETAILS									
Contact person for this placement: Anita Pineda Sampson									

Department and designation / job title	International Placement Supervisor
Direct telephone number	00 34 93871 8448
E-mail address	anita.pineda@sek.es
Application Procedure	
Who to apply to: Ms Anita Pineda, SEK International School, Avenida Els Tremolencs, La Garriga, Barcelona, 08530 E mail: anita.pineda@sek.es Telephone : +34 93 871 84 48	
Deadline for applications	Year round applications accepted.
Application process	Send CV, Skype details and covering letter to anita.pineda@sek.es Once reviewed, suitable applicants will be contacted and interviewed by skype.

PLACEMENT INFORMATION

Department / Function	Classroom assistants required for Early Years Education, Nursery/Childcare, Science Laboratory, Robotics, Music, Drama, Modern Languages, PE, Makerspace and Primary school Library.
Description of activities	<p>This placement is suited to students who would like experience assisting in a private school that caters for infants, primary and secondary education.</p> <p>There are opportunities for students to assist in English, French, German, Science, Geography, History, Physical Education, Drama, Music, Art and Robotics classes. There is also the opportunity to gain experience in sports coaching for interschool tournaments, debating clubs, school musical production, supervision at break times and other extra-curricular activities.</p> <p>Our pupils are aged from 3 – 18 years. You would be partnered according to your preference with an Infant, Primary or Secondary teacher. At SEK El Castillo, Madrid and SEK Catalunya, Barcelona there is also the possibility to assist in the nursery ages 0 – 3 years.</p> <p>You would work alongside and support our bilingual teachers by helping with the planning and developing of activities and making/adapting resources according to children's abilities and learning styles.</p> <p>You would also take small conversation groups to allow our pupils to carry out skills-based activities and encourage communication in the target language.</p> <p>Intercultural strategies are used to promote a positive learning environment and encourage the pupil's international mindedness and you would be expected to demonstrate an understanding, patient, warm, and receptive attitude towards the pupils and show interest in their progress.</p> <p>You would help out a maximum of 27 hours per week from Monday to Friday and one Saturday Open morning per term.</p>
Locations	La Garriga, Barcelona; Madrid; Almeria, Andalucia, Pontevedra, Galicia. Flumet, French Alps;

Start Date	Placements may start anytime from 01 September.
Duration	Minimum 2 months – maximum 10 months
Working hours per week	Maximum 27 hours per week, or as required by you University
Accommodation	Accommodation is provided free of charge in the school residence or flats, sharing facilities with other assistants on the same Erasmus+ programme. There are no bills or rent to pay.
Details of financial and “in kind” support to be provided	Breakfast and lunch are provided at SEK Catalunya, SEK Ciudalcampo, SEK Santa Isabel, SEK Alborán, and SEK Atlántico. Full board in a shared room is provided at SEK El Castillo and SEK Les Alpes. Transport is provided from/to the airport on day of arrival and departure.

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	Spanish is not required as you will have plenty of opportunity to learn and improve the language during your placement. English: Native or minimum level C2 (CEFR) is required. Or if you are applying to be a German or French assistant: Native or minimum level C1 in German or French.
Computer skills and level of skills required	Competent level Microsoft Word, Excel, Outlook and PowerPoint, Blogs
Driver's license	Not required
Other	Personal Travel Insurance and EHIC to be provided by student.

INFORMATION PROVIDED BY

Name	Anita Pineda Sampson
Department / Function	International Placement Coordinator
E-mail address	anita.pineda@sek.es
Phone number(s)	00 34 93 871 84 48
Date	21/03/2016